

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612 APAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPT. OF LICENSING AND REGULATION-DIV. OF OCCUPATIONAL AND PROFESSIONAL LICENSING

AGENCY		DIVISION
Item No.	Description	Retention
	<p>This schedule supersedes the following subsections of Schedule 612: 11, 12, 20, 21, 22, 23, 35, 36 & 37.</p> <p>The following Boards and Programs are covered by this general schedule:</p> <p>Architectural Registration, Electrical Examiners, Examining Engineers, Registration for Foresters, Hearing Aid Dealers, Landscape Architects, Motion Picture Machine Operators, Pilot Examiners, Practical Plumbing, Professional Engineers, Professional Land Surveyors, Public Accountancy, Secondhand Precious Metals and Gem Dealers.</p>	
1.	<p>Alpha Master - This Master file contains all or some of the data listed below:</p> <ul style="list-style-type: none">a. Nameb. Addressc. Certificate no. w/date issued or registration no.d. Change of namee. Date of examinationg. Renewals, if applicableh. Results of examinationi. Date of death	Retain permanently.
2.	<p>Examination Application File - This application/registration file consists of all or some of the following:</p> <p>Applications for License, test results, completed examination, college grade transcripts, background information sheets, photographs, bonds, copies of Powers of Attorneys, correspondence and complaints.</p>	Retain for three (3) years after candidate has been approved for examination. Then, destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission11-24-77 *[Signature]* Ex. Director
Date Signature Title

Date State Archivist

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Item No.	Description	Retention
3.	Examination File - These are the actual examinations administered to the applicants for certification or License.	Retain for one (1) year, then destroy.
4.	Renewal File - These forms are returned by the registrants at renewal time with the fee and are considered both bill cards and a roster.	Retain for one (1) year, then destroy.
5.	Register of Corporations and Partnerships - This register gives the original certificate no, the name and address of the corporation or partnership, and the date of receipt of the application	Retain permanently.
6.	Administrative Correspondence - Letters, reports, memoranda, telegrams, and miscellaneous material which reflect the routine operations of the Boards.	Retain for one (1) year, then destroy.
7.	Complaint File - Original complaint form, investigative report, correspondence, charge letters, summonses, findings and facts, orders of the Board and other pertinent information comprise this file.	Purge after three (3) years, keep remainder an additional two (2) years, then destroy.
8.	Proceedings transcripts of Board of Pilot Examiner- Original copy of proceedings of hearings conducted by the Board to establish pilotage fees and charges.	Retain permanently for eventual transfer to Hall of Records.